

4 RECEIPT OF BLOOD SAMPLES INTO THE DNA DATA BANK	Page 1 of 4
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No: 2
	Effective Date: 15-October-2004
<p>4 RECEIPT OF BLOOD SAMPLES INTO THE DNA DATA BANK</p> <p>CAUTION: DISPOSABLE GLOVES MUST BE WORN WHEN HANDLING BLOOD SAMPLES!</p> <p>4.1 The DNA Data Bank staff member receiving the samples will sign and date the chain of custody located at the bottom of each DNA Data Bank Samples Submission Form (refer to Appendix B).</p> <p>4.2 Upon receipt of the samples in the DNA Data Bank, the samples will either be stored in a locked refrigerator or the DNA Data Bank staff will immediately proceed with the steps outlined below.</p> <p>4.3 If a blood sample is received in a tube other than a purple top vacutainer tube (preservative EDTA), the chief medical representative or supervisor of the medical facility that submitted the blood will be notified by telephone that another blood sample from that particular individual is needed.</p> <p>4.3.1 This request will be followed up by sending the letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter.</p> <p>4.3.2 The DNA Data Bank staff member will access the “Problem Letter Applications Program” and check the field “Felon Letter (Blood)” to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram below, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the box with the blank message field specified for “Comments” and will type an explanation of the problem in the designated field.</p> <p>4.3.3 To generate the form letter containing only the information in the category(ies) selected, the user will click on the “Create Letter” tab. The “Problem Letter Applications Program” will automatically add the agency name and address and the name of the convicted offender to the form letter.</p> <p>4.3.4 The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The “Problem Letter Applications Program” will automatically generate the letterhead portion of the form letter.</p> <p>4.3.5 In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate inmate information highlighted will accompany the form letter. A copy of this letter will be retained in the DNA Data Bank “PROBLEM LETTER” notebook. DO NOT DISCARD THIS SAMPLE! IT WILL BE ASSIGNED A DNA DATA BANK NUMBER AND ALIQUOTED ONTO A STAIN CARD.</p>	

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- 4.4 A member of the DNA Data Bank staff will ensure that a sample has been received for each person listed on the DNA Data Bank Samples Submission Form. This individual will simultaneously examine each tube of blood carefully to ensure that the tube is not broken and the contents are not putrefied and will remove the tape seal from each tube. If a tube is broken or the contents putrefied, the procedures set forth below will be followed.
- 4.4.1 The sample will be discarded in a biohazard waste bin.
- 4.4.2 The problem and the fact that the sample has been discarded will be noted on the front of the DNA Data Bank Samples Submission Form and initialed by the person noting the problem/discarding the sample.
- 4.4.3 As the sample information is entered in the DNA Data Bank tracking computer, the problem will be noted in the “Remarks” section. Although these samples have been discarded, the associated inmate information will subsequently be assigned a DNA Data Bank number.
- 4.4.4 A phone call will be made to the submitting agency requesting that a new sample be submitted. The phone call will be documented (name of person notified and date) on the back of the DNA Data Bank Samples Submission Form and initialed by the person making the call.
- 4.4.5 The letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter, will be sent as a follow-up to the phone call. The DNA Data Bank staff member will access the “Problem Letter Applications Program” and check the field “Felon Letter (Blood)” to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram above, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the box with the blank message field specified for “Comments” and will subsequently type an explanation of the problem in the designated field.

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<p>4.4.6 To generate the form letter containing only the information in the category(ies) selected, the user will click on the “Create Letter” tab. The “Problem Letter Applications Program” will automatically add the agency name and address and the name of the convicted offender to the form letter.</p> <p>4.4.7 The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The “Problem Letter Applications Program” will automatically generate the letterhead portion of the form letter. In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate inmate information highlighted will accompany the form letter.</p> <p>4.4.8 A copy of this letter will be retained in the DNA Data Bank “PROBLEM LETTER” notebook.</p> <p>4.5 A member of the DNA Data Bank staff will check to ensure that the chain of custody information for the submitted samples is complete.</p> <p>4.5.1 If the information is not complete, this will be noted on the front of the DNA Data Bank Samples Submission Form and initialed by the person noting the problem.</p> <p>4.5.2 The letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter, will be sent to the submitting agency along with a COPY of the submission form. The DNA Data Bank staff member will access the “Problem Letter Applications Program” and check the field “Felon Letter (Blood)” to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram above, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the “Chain Of Custody Not Filled Out Completely” box. The DNA Data Bank member will also check the field with the blank message field specified for “Comments” and request that the chain of custody information be completed and that the form be returned.</p> <p>4.5.3 To generate the form letter containing only the information in the category(ies) selected, the user will click on the “Create Letter” tab. The “Problem Letter Applications Program” will automatically add the agency name and address and the name of the convicted offender to the form letter.</p> <p>4.5.4 The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The “Problem Letter Applications Program” will automatically generate the letterhead portion of the form letter. In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate information/area highlighted will accompany the form letter.</p> <p>4.5.5 A copy of this letter will be retained in the DNA Data Bank “PROBLEM LETTER” notebook.</p> <p>4.5.6 When the copy of the DNA Data Bank Samples Submission Form with the correctly completed chain of custody information is returned, it will be filed with the original DNA Data Bank Samples Submission Form.</p>	

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<p>4.6 If the handwriting on the sample and/or on the DNA Data Bank Samples Submission Form is illegible, the agency address on the DNA Data Bank Samples Submission Form is incomplete, and/or the agency phone number is not provided on the DNA Data Bank Samples Submission Form, the procedures outlined below will be followed.</p> <p>4.6.1 The problem will be noted on the DNA Data Bank Samples Submission Form and initialed by the person noting the problem.</p> <p>4.6.2 The letter found in Appendix C, Form Letters, DB-1: Offender Blood Letter, will be sent to the chief medical representative or supervisor of the medical facility that submitted the blood. The DNA Data Bank staff member will access the "Problem Letter Applications Program" and check the field "Felon Letter (Blood)" to obtain the electronic version of the Offender Blood Letter. While the form letter is on the computer screen, as represented in the diagram above, the user will enter the DNA sample number and to whom the letter will be addressed into the appropriate designated fields. In addition, the user will check the "Illegible Handwriting on Submission Form", "Incomplete Agency Address", or "Agency Phone Number Not Provided" box.</p> <p>4.6.3 To generate the form letter containing only the information in the category(ies) selected, the user will click on the "Create Letter" tab. The "Problem Letter Applications Program" will automatically add the agency name and address and the name of the convicted offender to the form letter.</p> <p>4.6.4 The letter will be printed on plain paper, then provided to the DNA Data Bank Supervisor for review and signature before the letter is mailed. The "Problem Letter Applications Program" will automatically generate the letterhead portion of the form letter. In addition, a copy of the DNA Data Bank Samples Submission Form with the appropriate information highlighted will accompany the form letter.</p> <p>4.6.5 A copy of this letter will be stored in the DNA Data Bank "PROBLEM LETTER" notebook.</p> <p style="text-align: right;">◆END</p>	